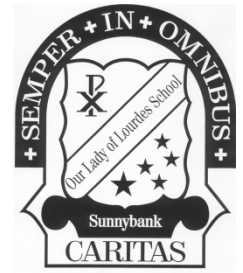




**S.O.S. - School & Office Supplies**  
74 Tingal Road, Wynnum Qld 4178  
**Ph: 1300 PENCIL (736 245)**  
Fax: 1300 WYNNUM (996 686)  
Email: [bookpacks@schoolandoffice.com.au](mailto:bookpacks@schoolandoffice.com.au)  
Web: [www.schoolandoffice.com.au](http://www.schoolandoffice.com.au)  
Web: [www.bookpacks.com.au](http://www.bookpacks.com.au)



# Our Lady of Lourdes School

## Year 7 2012 School Supplies Orders

Please read the following carefully and ensure you keep this information sheet – as it contains information regarding delivery dates for your order(s) and contact details for any future queries.

### Orders due: Thursday 27 October 2011

HOME DELIVERY PERIOD:  
**Monday 28 November 2011 to Sunday 4 December 2011**

#### Ordering Options:

1. **Online Ordering** - Order your requirements online through [www.schoolandoffice.com.au](http://www.schoolandoffice.com.au) by the due date and pay using a secure payment facility. Refer next page for online ordering instructions.
2. **Order Form** - Complete an order form (available from Administration) and return to the School in a sealed envelope (including payment or credit card payment details).



#### Delivery

Bookpacks will be delivered to you by Australia Post. If you are not home at the time of delivery and you have not given specific instructions on where to leave your order, it may be left at your front door, or Australia Post will assess the situation and may leave a card in your letterbox directing you to your local Post Office. If you do not wish for your order to be left if you are not home, or there is a chance you will be moving house during the delivery period, you can nominate an alternative delivery address (work, neighbours, relatives, friends etc.). The **delivery address cannot be changed after your order is submitted**. Delivery is free provided the total value of orders for the whole family is over \$50.00. If your family total falls below \$50.00, a single \$5.50 delivery charge is payable (per family).

#### Late Orders:

Late orders are accepted for new enrolments at any time of the year. Newly enrolled students wishing to submit orders after the due date can do so online, via post, fax or email. A priority delivery service is given to new students.

Late orders that aren't for new enrolments will be accepted (online only). Late orders are subject to their own delivery timeframe – a minimum of three weeks from date of order (excluding Christmas week).

Parents can also purchase supplies by visiting our store in Wynnum at any time (shop pricing applies).

#### Changes/Cancellations/Queries:

Please choose carefully. **Changes cannot be made to your order once submitted.** Cancellations are only accepted if your child(ren) will no longer be attending the School. If you have any queries regarding your order, please direct them to S.O.S – NOT to Our Lady of Lourdes School - via email [bookpacks@schoolandoffice.com.au](mailto:bookpacks@schoolandoffice.com.au) or via FREECALL 1300 PENCIL (736 245).

**Completing the Printed Order Form (If not ordering online):**

1. On the Order Form, determine the quantities of each item required by placing your quantity in the "Required" column.
2. Enter the total cost for each line in "Total" column by multiplying the quantity of the item you require by the price per item.
3. Calculate your order value at the bottom of the Order Form making sure your calculations are correct. Delays in processing will occur if order totals and payment are not correct.
4. If you require a copy of your order, transfer the information you recorded on the Order Form to the "Student Copy" and keep for your records. (Note: You will receive a student invoice with your order.)
5. Fill out all information in the Student Details and Payment Sections. Details of all other children (siblings) for which there are orders must appear on each order form. If there are orders for more than one child, keep them together – with payment details completed on the eldest child's order form.
6. Detach the Order Form(s) and place in a sealed envelope and return to the School by the due date.

**Online Ordering Instructions:**

Note: **All web orders will require immediate payment by credit card.**

Enter the following web address in your web browser's URL address bar (NOT in Google or any other search engines' search field):

**www.schoolandoffice.com.au**

Look for the bookpicks link (pictured). Clicking on this picture will take you to the bookpicks online site.



Click on the BOOKPACK ORDERS button.



Enter the SCHOOL CODE for Our Lady of Lourdes School – **OLL01** and click ENTER.

Enter your school code here  
  
ENTER

Select the STUDENT CLASS (2012 year level) for the bookpick you wish to order. Clicking on the down arrow will show you the available booklists. Click DISPLAY BOOK LIST.

Select student class 2010 REQUIREMENTS - PREP  
Display Book List

Enter your student and delivery details. Then you can select FULL ORDER (if available) or scroll down to enter the desired QUANTITIES (using numbers only) for each of the items listed and then click SUBMIT ORDER.

Item	Description	Price	Status	Recommended	Required
<b>TEXTBOOKS, WORKBOOKS &amp; REFERENCE BOOKS</b>					
A01	Targeting Handwriting - Qld Year 1 Workbook	\$12.90		1	<input type="text" value="1"/>
<b>GENERAL REQUIREMENTS</b>					
B01	Marbig Wallet Foolscap Polypick Asstd Summer Colours Trans	\$1.53		2	<input type="text" value="2"/>
B02	Marbig Slimpick Wallet Assorted Colours	\$0.68		4	<input type="text" value="4"/>

SUBMIT ORDER  
Click Here for Full Order

If you'd like to order more than one bookpick in the same transaction, select NEXT STUDENT and repeat the student class selection.

**STUDENT ORDER HAS BEEN SAVED**

Shopping Cart	Proceed to <b>Shopping Basket</b> to complete payment details
Next Student	Select a new <b>Year Level</b> for another Student

When you are ready to complete the transaction and move to the checkout, select SHOPPING CART, which will take you through to the payment section. Once in the payment section, select the credit card you wish to use (Visa, Mastercard or Amex) and enter your details (some banks will request verification information to avoid credit card fraud).

Please **DO NOT** close the payment window or hit the **BACK** button in the payment window.



Please direct all bookpick queries to:  
**(S.O.S) SCHOOL & OFFICE SUPPLIES**  
74 Tingal Road • Wynnum • Qld • 4178

Ph: 1300 PENCIL (736 245) • Email: [bookpicks@schoolandoffice.com.au](mailto:bookpicks@schoolandoffice.com.au)

**OUR LADY OF LOURDES PRIMARY SCHOOL  
2012 SCHOOL BOOKLIST YEAR 7**

STUDENT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE \_\_\_\_\_

**STUDENT COPY**

For gender colour purposes only

Male  Female

Item	Product Description	Quantity	Price	Extension	Required	Total
<b>TEXTBOOKS</b>						
A01	NEW WAVE MENTAL G WORKBOOK NEW 2011 EDITION	1	11.85	11.85	-----	-----
A02	GRAMMAR RULES! STUDENT BOOK G	1	13.80	13.80	-----	-----
A03	SPELLING RULES! STUDENT WORKBOOK G	1	13.80	13.80	-----	-----
A04	STEPPING STONES STUDENT GUIDE BLUE YEAR 6	1	19.95	19.95	-----	-----
<b>GENERAL REQUIREMENTS</b>						
B01	MARBIG WALLET FOOLSCAP POLYPICK ASSORTED COLOURS	2	1.28	2.56	-----	-----
B02	OLYMPIC PLAY BOOK STAPLED 335X245MM 64 PAGE 10MM RULED FOR WRITING & DRAWING	1	1.99	1.99	-----	-----
B03	TUDOR DISPLAY BOOKS - REFILLABLE - A4 20 POCKET MATT ASSORTED	1	1.22	1.22	-----	-----
B04	JASART VISUAL ART DIARY A4 120 PAGE	1	3.29	3.29	-----	-----
B05	VICTORY REINFORCED LOOSE LEAF REFILLS A4 PACK 100	1	2.35	2.35	-----	-----
B06	OLYMPIC EXERCISE BOOKS - A4 96 PAGE	13	0.89	11.57	-----	-----
B07	COLPLAN STUDENT DIARY	1	1.35	1.35	-----	-----
B08	STAEDTLER NORIS CLUB COLOURING PENCILS 3MM PACK 12	1	3.61	3.61	-----	-----
B09	SHEFFIELD 210MM OFFICE SCISSORS	1	1.60	1.60	-----	-----
B10	CELCO PROTRACTOR 100BP360 - 10CM - 360 DEGREES - CLEAR	1	0.19	0.19	-----	-----
B11	STAEDTLER MINERVA GRAPHITE PENCIL HB - SINGLE	1	0.35	0.35	-----	-----
B12	STAEDTLER STICK 430 BALLPOINT PENS MEDIUM RED SINGLE	1	0.56	0.56	-----	-----
B13	STAEDTLER STICK 430 BALLPOINT PENS MEDIUM BLUE SINGLE	1	0.56	0.56	-----	-----
B14	MICADOR HIGHLIGHTERS WALLET 6 ASSORTED COLOURS	1	3.49	3.49	-----	-----
B15	MICADOR RULER ESSENTIAL WOODEN 30CM	1	0.34	0.34	-----	-----
B16	OSMER WHITE GLUE STICK 40 GRAM SINGLE	1	1.74	1.74	-----	-----
B17	MICADOR SINGLE HOLE METAL SHARPENER	1	0.39	0.39	-----	-----
B18	MICADOR ERASER #3020 LARGE PLASTIC IN SLEEVE (No Liquid Paper)	1	0.29	0.29	-----	-----
B19	TDK EB-250 IN-EAR EARBUD HEADPHONES	1	7.57	7.57	-----	-----
<b>ITALIAN</b>						
C01	MARBIG WALLET FOOLSCAP POLYPICK ASSORTED COLOURS	1	1.28	1.28	-----	-----
<b>MUSIC REQUIREMENTS</b>						
D01	OLYMPIC SCRAP BOOK #325 WINGS STAPLED 335X245MM 72 PAGE	1	1.44	1.44	-----	-----
<b>THE FOLLOWING ITEM WILL BE SENT DIRECT TO THE CLASSROOM</b>						
E01	REGAL FACIAL TISSUES 2 PLY 200 SHEETS (NOT IN PACK - Sent direct to classroom)	1	2.15	2.15	-----	-----
<b>ITEMS RETAINED FROM PREVIOUS YEAR- Not Included in 100% Pack Total</b>						
F01	HEINEMANN AUSTRALIAN STUDENT DICTIONARY 7TH ED NEW EDITION	1	36.95	36.95	-----	-----
F02	CASIO HL-820VA-S PRIMARY CALCULATOR	1	12.51	12.51	-----	-----
F03	STAEDTLER 559 WP 00 MARS COMPASS	1	6.19	6.19	-----	-----

**ADDITIONAL REQUIREMENTS**

**Old T-shirt/Art Smock - PLEASE ORDER DIRECTLY FROM THE SCHOOL SHOP**

**OUR LADY OF LOURDES PRIMARY SCHOOL  
2012 SCHOOL BOOKLIST YEAR 7**

STUDENT NAME .....

**STUDENT COPY**

For gender colour purposes only  
 Male     Female

Item	Product Description	Quantity	Price	Extension	Required	Total
	<b>Swimming Cap - PLEASE ORDER DIRECTLY FROM THE SCHOOL SHOP</b>					
	<b>Swimming Bag - PLEASE ORDER DIRECTLY FROM THE SCHOOL SHOP</b>					
	<b>Waterproof Library Bag - PLEASE ORDER DIRECTLY FROM THE SCHOOL SHOP</b>					

**Step 1**    A  **100% Pack**    **\$164.94**    Tick here for the 100% pack.  
 Includes all of the list required for your year.

or B  Clearly mark your requirements and total all Items to (B)

**Step 2**    Add your totals to here

<b>100% Pack (A)</b>	
Booklist items (B)	
<b>Total</b>	

Parents Signature: .....

**OUR LADY OF LOURDES PRIMARY SCHOOL  
2012 SCHOOL BOOKLIST YEAR 7**

STUDENT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE \_\_\_\_\_

**ORDER FORM**

For gender colour purposes only

Male  Female

Item	Product Description	Quantity	Price	Extension	Required	Total
<b>TEXTBOOKS</b>						
A01	NEW WAVE MENTAL G WORKBOOK NEW 2011 EDITION	1	11.85	11.85	-----	-----
A02	GRAMMAR RULES! STUDENT BOOK G	1	13.80	13.80	-----	-----
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<b>GENERAL REQUIREMENTS</b>						
B01	MARBIG WALLET FOOLSCAP POLYPICK ASSORTED COLOURS	2	1.28	2.56	-----	-----
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B12	STAEDTLER STICK 430 BALLPOINT PENS MEDIUM RED SINGLE	1	0.56	0.56	-----	-----
B13	STAEDTLER STICK 430 BALLPOINT PENS MEDIUM BLUE SINGLE	1	0.56	0.56	-----	-----
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<b>ITALIAN</b>						
C01	MARBIG WALLET FOOLSCAP POLYPICK ASSORTED COLOURS	1	1.28	1.28	-----	-----
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<b>THE FOLLOWING ITEM WILL BE SENT DIRECT TO THE CLASSROOM</b>						
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**ADDITIONAL REQUIREMENTS**

**Old T-shirt/Art Smock - PLEASE ORDER DIRECTLY FROM THE SCHOOL SHOP**

**OUR LADY OF LOURDES PRIMARY SCHOOL  
2012 SCHOOL BOOKLIST YEAR 7**

STUDENT NAME .....

**ORDER FORM**

For gender colour purposes only  
 Male     Female

Item	Product Description	Quantity	Price	Extension	Required	Total
	<b>Swimming Cap - PLEASE ORDER DIRECTLY FROM THE SCHOOL SHOP</b>					
	<b>Swimming Bag - PLEASE ORDER DIRECTLY FROM THE SCHOOL SHOP</b>					
	<b>Waterproof Library Bag - PLEASE ORDER DIRECTLY FROM THE SCHOOL SHOP</b>					

**Step 1**

**A**  **100% Pack**    **\$164.94**

Tick here for the 100% pack.  
Includes all of the list required for your year.

**or B**  Clearly mark your requirements and total all Items to (B)

**Step 2**

**Add your totals to here**

**100% Pack (A)**

Booklist items **(B)**

**Total**


Parents Signature: .....

Please complete the following in as much detail as possible:

### STUDENT DETAILS

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Contact Telephone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

### DELIVERY DETAILS

**\*\*Deliveries can be made to any address – home, work, neighbours, relatives etc.\*\***

Delivery Address: \_\_\_\_\_  
(if different from above)

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Special Delivery Instructions: \_\_\_\_\_  
(You can specify a place for the pack/s to be left if you will not be home– eg. leave by back door under patio.)

### PAYMENT DETAILS

**TOTAL OF THIS ORDER:** \$ \_\_\_\_\_

(If you have more than one child at the School, please attach additional orders to that of your ELDEST child )

Other Children at the School with orders:

Name: \_\_\_\_\_ Year Level in 2012: \_\_\_\_\_ \$ \_\_\_\_\_

Name: \_\_\_\_\_ Year Level in 2012: \_\_\_\_\_ \$ \_\_\_\_\_

Name: \_\_\_\_\_ Year Level in 2012: \_\_\_\_\_ \$ \_\_\_\_\_

Name: \_\_\_\_\_ Year Level in 2012: \_\_\_\_\_ \$ \_\_\_\_\_

Delivery Fee \$5.50 (Applicable ONLY if total for whole family is under \$50.00) \$ \_\_\_\_\_

**ORDER TOTAL** (including all other children for which there are orders listed above) **Total:** \$ \_\_\_\_\_

**\*\*PAYMENT MUST ACCOMPANY THIS ORDER\*\***

Payment details should only appear on the order form of the ELDEST child.

**I wish to pay by (place a ✓ next to your selection):**

Cheque – made payable to “School & Office Supplies”.

Money Order – made payable to “School & Office Supplies”.

Credit Card       Mastercard       Visa       Diners Club       American Express

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Expiry Date: \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_      Cardholder's Signature: \_\_\_\_\_

**\*\*PAYMENTS TO BE INCLUDED WITH ORDER FORM(S) IN A SEALED ENVELOPE\*\***